URDU FOR ALL

An Introduction to Urdu Script

Editor

Roope Krishen Bhat

National Council for Promotion of Urdu Language

New Delhi

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FOREWORD

National Council for Promotion of Urdu Language, an autonomous organisation under the Ministry of Human Resource Development, Department of Secondary & Higher Education, Govt. of India, has been set up to promote, develop and propagate Urdu language. Urdu is one of the important national languages of India and is spoken throughout the country. There are large number of Indians who know the language, can speak it, but do not know the script. In order to further popularize Urdu language and its script NCPUL started six month's certificate course in Urdu through English and Hindi medium on Distance education mode in 2001, which has now been upgraded to one year Diploma Course. This Course received an overwhelming response throughout the country with thousands of learners getting themselves enrolled in this course.

It has been the endeavour of the Council to prepare linguistically oriented courseware to suit the objectives of the course. Different materials have been developed and used for this course so far. Based on the experience of past several years of running this course and suggestions and opinions of learners and other concerned experts, the courseware is revised from time to time. The present material is part of an effort towards that direction to provide the best possible learning material to the learners. "Urdu For All - An Introduction to Urdu script" hopefully shall meet all requirements of Urdu writing system and make learning process interesting.

I am thankful to all experts who have been associated in preparation of this learning material. I am thankful to my colleagues Dr. Roop Krishen Bhat, Ms. Shama Yazdani and Ms. Zeshan Fatima for taking the responsibility of getting this material developed in the shortest possible time. I hope that the students and other well wishers of Urdu will find this book very useful.

(Dr. M. Hamidullah Bhat)
Director

Introduction

This text is intended primarily for use in distance-learning of Urdu courses focusing on teaching of reading and writing of the Urdu script. Each of the twenty lessons offered here is complemented by a corresponding lesson in the accompanying collection of Response Sheets. Together, the Response Sheets and this manual will provide the learner with a comprehensive knowledge of the basic rules governing the Urdu script.

Organization of Lessons

The explicit aim of this book is to introduce the Urdu Script to a beginner and alleviate many of the difficulties faced by the novice learner, to whom the Urdu script may seem rather complicated. Structured in a way that deviates from traditional methods of Urdu pedagogy, this text presents the script in a simplified manner determined by linguistic principles and not by the alphabetical order that usually dictates the sequence in which Urdu letters are introduced.

In the **20 lessons** here covering the entire Urdu alphabet, a Roman script transcription of Urdu sounds has been used in order to facilitate correct pronunciation. Learners should pay particular attention to Roman transcription that illustrates the correct pronunciation of Urdu sounds. Though certain lessons in this manual include notes about the writing of the script, the Response Sheets supplementing this manual offer a more thorough introduction to writing in Urdu. Students should devote time to studying the step-by-step hand movements in the Response Sheets that show how the script is handwritten.

The symbols of ***izāfat*** in Urdu are not normally included in the primers of Urdu, however, being an integral part of Urdu writing system we consider it necessary to include it here.

It should be noted that, for the sake of brevity, the glossaries at the end of each lesson offer a single definition for words that sometimes have more than one meaning. In every case in this manual, only the most commonly used definitions of words have been provided.

Speech Sounds of Urdu

The ten vowel sounds in Urdu which are same as in Hindi and some what similar to English donot pose much problem to the learners, however, learning of consonants demands more attention both in reading and writing.

There are **six sounds** specific to Urdu language which are not part of Hindi speech system. These sounds are represented by the letters ***ze, zhe*** (Lesson 1); ***khe*** (Lesson 4); ***fe, qāf*** (Lesson 7); and ***ghain*** (Lesson 13). Learners in general and Hindi speakers in particular are advised to practice the correct pronunciation of these sounds and spend extra time on Lesson 20.

General characteristics of Urdu Script:

A learner should observe that:

i) The Urdu script is cursive, and is written from right to left.

ii) Each Urdu letter has a name that begins with the sound that the letter represents.

iii) Some, but not all letters of the Urdu alphabet are grouped together on the basis of their similar shapes. There are several distinct groups of letters in Urdu, and a small set of other, individual letters (consonants and vowels) not belonging to a group. Within any one group, letters share the same fundamental shape and are distinguished by the number of dots placed above or below the letter.

iv) Several Urdu graphemes represent same sound i.e.

- the letters ***te*** and ***toe*** represent the sound ***t***
- ***se, sīn*** and ***swād*** represent the sound ***s***
- ***he*** and ***chhoṭi he*** represent ***h***
- ***zāl, ze, zoe*** and ***zwād*** each represent ***z***

All these letters are covered in detail in this manual and need not be further discussed here. At this point, students should simply be aware that they should memorize the correct spellings of words, as the incorrect spellings of homonyms may result in miscommunication.

v) Urdu letters can be divided into two groups: **connectors** and **non-connectors.**

a) **Connectors** are those letters that join with following letters in words. Some connectors join directly with other letters, while other **connectors** join with a short connecting line, called a **"cog"** or ***shosha***.

Urdu is not a linear script, and connecting letters are often placed above or below each other. Students should therefore observe both how letters connect (i.e. with or without a ***shosha***) and where letters join with each other.

b) ***Non-connectors*** are those letters that do not connect with following letters in words. Though non-connectors never join following letters (whether connectors or non-connectors), they do join with preceding connectors. There are nine non-connectors in the Urdu alphabet.

vi) Urdu letters do not distinguish between upper and lower-case forms i.e. block and small letters. However, Urdu letters differ in shape when joined with other letters; in other words, ***variants*** of an individual letter are used in specific situations, governed by the

groups or individual letters that are being joined. Urdu letters change their shape depending on their position in a word, i.e.: if the letter is in the:

— **initial position** -- at the beginning of a word where it is connected to the following letter.

— **medial position** - in the middle of a word, where it is preceded by a letter and connected to a following letter.

— **final position** - at the end of a word, where it is connected to a preceding letter.

— Letters that are **not connected on either side** take on the **full form or independent form** of the letter. Many, but not all letters in the final position of a word take the full form.

The rules presented here are intended to serve as a general guideline, and will systematically be dealt with in the following lessons.

Notes on Printed and Written Urdu Script

i) So as to ensure neat and legible handwriting, it is important that students develop the habit of writing Urdu words in one smooth movement. Diacritical marks and dots above or below words are only added once the basic shapes have been written.

ii) There are several calligraphic styles for printing and writing in Urdu, the most common of which is ***khate-e-nastālīq*** (used here). There is a significant difference between printed and handwritten Urdu and rather than imitating printed script, students should practice the handwriting style as described in the Response Sheets.

iii) In Urdu print text, diacritical marks are frequently omitted. Keeping in view that this manual is for the beginners care has been taken to include all diacritical marks in this text. Readers must therefore be able to determine the correct pronunciation of a word (as well as its meaning) by the context in which it appears.

It is expected that this book would provide the learner with sufficient insight into the writing system of Urdu language. Teach them all basics about reading and writing of Urdu and prepare them to read and write, small sentences on their own and enter the second phase of the course.

This course material has been developed by eminent linguists and language teachers who have been directly involved in the teaching of Urdu for the past several decades in various prestigious institutions of the country, in various workshops conducted by the Council. They are **Mr. Nazir Hassan, Mr. Abdur Rasheed, Dr. K.S. Mustafa, Dr. M.K. Kaul, Mr. Neil Arun Doshi** and **Ms. Tabassum Naqi.**

Dr. Mukul Priyadarshani, Dr. Usha Sharma along with **Mr. Abdur Rasheed** besides providing necessary academic inputs for the Hindi version also helped us in translation.

Prof. Omkar N Kaul an eminent linguist also advised us on various aspects of this book.

Council is thankful to all these experts for their valuable contribution. We hope that the learners in general and other lovers of Urdu language will find this book very useful.

Roop Krishen Bhat

Contents

Urdu Alphabet and Roman Transcription

Name	Letter	Transcription
alif	ا	used in writing vowels only
be	ب	b
pe	پ	p
te	ت	t
ṭe	ٹ	ṭ
se	ث	s
jīm	ج	j
che	چ	ch
he	ح	h
<u>kh</u>e	خ	<u>kh</u>
dāl	د	d
ḍāl	ڈ	ḍ
zāl	ذ	z
re	ر	r
ṛe	ڑ	ṛ
ze	ز	z
zhe	ژ	zh

sīn	س	s
shīn	ش	sh
swād	ص	s
zwād	ض	z
toe	ط	t
zoe	ظ	z
ain	ع	vowel letter
g͟hain	غ	g͟h
fe	ف	f
qāf	ق	q
kāf	ک	k
gāf	گ	g
lām	ل	l
mīm	م	m
nūn	ن	n
vāo	و	v
chhoṭī he	ہ	h
chhoṭī ye	ی	y / ī
baṛī ye	ے	y / e, ai

Lesson 1

alif ا

Sound	Name of the letter	Letter
Used in writing vowels only	alif	ا

The letter ***alif*** ا gives the sound of ***ā*** a long vowel.

alif ا is the first letter of the Urdu alphabet. Written as a simple, vertical line from top to bottom. In the medial and final position of a word, it gives the sound of the long vowel ā as in English ***car***.

Final	Medial
ا	ا
ā	ā

In the initial position, ***alif*** ا as a long vowel is written with the help of a symbol called ***mad*** ٓ. This symbol is put above alif ا i.e.

ā آ

re ر *group*

In the table below, four consonantal letters have been introduced. These are non-connectors, these consonants do not join with following letters in words.

Sound	Name	Letter
r	re	ر
ṛ	ṛe	ڑ
z	ze	ز
zh	zhe (as in English *vision*)	ژ

Note how *alif* ا is written with *mad* ٓ in its initial position:

آ

In the examples below, *alif* ا as a long vowel *ā* in the initial, medial and final positions is written in words using *re* ر group letters.

Final	Medial	Initial
آرا	راز	آڑ
ārā	rāz	āṛ

In the examples below, ***re*** ر *group letters are used in the initial, medial and final positions.*

Final	**Medial**	**Initial**
آزار	آڑا	راز
āzār	āṛā	rāz

Glossary:

saw	آرا
cover	آڑ
crooked	آڑا
grief	آزار
secret	راز

Lesson 2

dāl د *group*

The three letters belonging to the *dāl* د group are non-connectors.

Sound	Name of the letter	Letter
d	dāl	د
ḍ	ḍāl	ڈ
z	zāl	ذ

Note the difference between the shapes of the *dāl* د and *re* ر group

د	ر
ڈ	ڑ
ذ	ز

Like all non-connectors, the *dāl* د group letters do not change their shape in initial, medial and final positions:

Final	Medial	Initial
داد	دادا	دار
dād	dādā	dār

Further examples:

ڈار	دارا
ḍār	dārā

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vāo و

vāo و represents two distinct sets of sounds:

1) As a semi-vowel it gives the sound of ***v*** (as in English ***vote***)

2) As a long vowel it gives the sounds of ***o*** (as in English ***role***); ***ū*** (as in English ***loot, boot***); and ***au*** (as in English ***moss***).

vāo و as a semi-vowel:

In the following examples, ***vāo*** و gives the sound of ***v***. Note that the letter does not change in the initial and medial forms:

Final	**Medial**	**Initial**
(Final forms of ***vāo*** will be dealt with in lesson 19)	آواز āvāz	وار vār

As mentioned above, ***vāo* و** indicates the long vowel sounds ***o*, *ū*** and ***au***.

Forms of *vāo* و as *o*:

In the following examples, ***vāo* و** represents the sound ***o*** Note the initial, medial and final positions:

Final	Medial	Initial
دو	روز	اور
do	roz	or

Please, observe how, in the initial position, ***vāo* و** is written with the help of ***alif* ا**.

Forms of *vāo* و as *ū*.

In the following examples, ***vāo* و** represents the sound ***ū***. Note how an ***ulṭa pesh* ٗ**, a symbol resembling an English inverted comma, is placed above ***vāo* و** to make the sound ***ū***.

Final	Medial	Initial
روٗ	دوٗر	اوٗدا
rū	dūr	ūdā

Forms of *vāo* و as *au*:

For the long vowel *au*, a **zabar** [َ] is added to the preceding letter, in order to signal the sound *au*.

Final	Medial	Initial
رَو	دَور	اَور
rau	daur	aur

Further examples:

زور	آڑُو	آزاد
zor	āṛū	āzād
آرزُو	روڑ	ڈور
ārzū	roḍ	ḍor

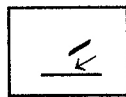
Glossary:

appreciation	داد	gallows	دار
proper name	دارا	grandfather	دادا

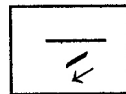
wave	رَو	flock	ڈار
attack	وار	purple	اُودا
sound	آواز	distant	دُور
free	آزاد	face	رُو
peach	آڑُو	direction	اور
stress	زور	day	روز
thread	ڈور	two	دو
road	روڈ	and	اَور
desire	آرزُو	period	دَور

Lesson 3

Short Vowels

You have already learnt four vowels i.e. آ **ā,** او **o,** اُو **ū** and اَو **au**. In this lesson, three short vowels will be introduced namely, ***a***, ***i*** and ***u***. These vowels are indicated by symbols, placed above or below letters..

zabar

Zabar [ـَ] is used above letters for the short vowel ***a*** (as in English ***come***).

zer

Zer [ـِ] is used below letters for the short vowel ***i*** (as in English ***till***).

pesh

Pesh [ـُ] is used above letters for the short vowel ***u*** (as in English ***full***).

In the following examples, observe how, in the initial position only, the short vowels described above are indicated with the help of ***alif*** ا. In other words, an ***alif*** is used in with ***zabar, zer*** or ***pesh*** in the initial position of a word, when a word begins with a vowel sound.

*Final	Medial	Initial
--	دَر	اَز
--	dar	az
--	رِدا	--
--	ridā	--
--	دُر	اُردو
--	dur	urdū

*Note that in Urdu, the short vowels i.e. ***zabar, zer*** and ***pesh*** do not occur in the final position of the word.

It should be noted that all vowels in the initial position are written with the help of alif ا. The vowels covered thus far would all occur in the initial position as:

اوُ	اَو	او	اُ	اِ	اَ	آ
ū	au	o	u	i	a	ā

Further examples:

Final	Medial	Initial
زَر	دَراز	ڈَر
zar	darāz	ḍar
رَوا	وَر	ذَرا
ravā	var	zarā

jazm

The symbol ***jazm*** is used for consonant clusters. For example, in the word ***dard*** دَرْد the jazm symbol indicates that there is no vowel sound between the letters ***re*** ر and final ***dāl*** د.

Examples:

Final	Medial	Initial
وارْڈ	زَرْد	دَرْد
vārḍ	zard	dard

Glossary:

a little	ذَرا	door	دَر
ward	وارْڈ	from	اَز
yellow	زَرْد	a cloak	رِدا
pain	دَرْد	bead	دُر
fear	ڈَر	gold	زَر
permissible	رَوا	drawer	دَراز
		bride groom	وَر

Lesson 4

jīm ج *group*

Letters of the *jīm* ج group, introduced in this lesson, are connectors, meaning that they join with following letters. Note that the basic shapes of both the full forms and the variants are the same, and that the placement of dots distinguishes individual letters.

Variant	Sound	Name	Letter
جـ	j	jīm	ج
چـ	ch	che	چ
حـ	h	he	ح
خـ	kh	khe	خ

Like most connectors, letters in the *jīm* ج group take the variant in the initial and medial positions, and the full form in the final position. Below, note the way in which *alif* ا joins with the variant; the letter *alif* ا is written from bottom to top, in one smooth movement.

ج + ا = جا

Examples:

جاڑج	جار	جاڑا	جا
jārj	jār	jāṛā	jā
خار	چادَر	چار	راجا
khār	chādar	chār	rājā

As discussed earlier, ***alif*** ا, ***vāo*** و, ***re*** ر group and ***dal*** د group letters are non-connectors, meaning that they do not join with letters that follow. However, these letters do join with preceding connecting letters. Observe, for instance, how ***vāo*** و joins with ***jīm*** ج group letters:

Examples:

چُورا	چَوڑا	چور	جوڑا	جو
chūrā	chauṛa	chor	joṛā	jo
	اَچار	آج	راجُو	حُور
	achār	āj	rājū	hūr

رِواج	رُخ	دوُج	روُح
rivāj	ru<u>kh</u>	dūj	rūh

Among non-connectors, letters in the ***re*** ر group and ***dāl*** د group change their shapes when joined with preceding, connecting letters.

The letters of ***dāl*** د group when joined with the preceding letter assume a different variant as:

Final	**Medial**	**Initial**
ـد	ـد	د

Examples:

واحِد	جُدا	خُدا	حَد
vāhid	judā	<u>kh</u>udā	had

When joined with the preceding letter, the letters of ***re*** ر group take the variant as :

Final	Medial	Initial
ـر	ـر	ر

Examples:

آخر	چرچ	خر	جڑ
ākhir	charch	khar	jaṛ

Compare the following words to differentiate the medial variants of ***dāl*** د and ***re*** ر when joined with the preceding letter:

جُڑا	جُدا
juṛā	judā

Note how ***jīm*** ج group letters join with other letters from the same group:

جَج	حَج	چَچا
jaj	haj	chachā

Further examples:

دوزَخ	خُو	جَو
dozakh	khū	jau
چَرخا	چَرخ	خَرچ
charkhā	charkh	kharch

Glossary:

George (a proper name)	جارْج	go (imperative)	جا
king	راجا	winter	جاڑا

church چَرچ

end آخِر

joined جُڑا

father's younger brother چَچا

pilgrimage to the holy place Mecca حَج

judge جَج

jar جار

soul رُوْح

the second day of lunar month دُوْج

face رُخ

barley جَو

hell دوزَخ

expenditure خَرچ

sky چَرخ

four چار

sheet چادَر

thorn خار

who, which جو

pair جوڑا

thief چور

wide چَوڑا

powder چُوْرا

houri حُوْر

today آج

pickle اَچار

limit حَد

God خُدا

separate جُدا

single واحِد

donkey خَر

root	جَڑ	spinning wheel	چَرخا
habit	خُو	custom, practice	رِواج

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Lesson 5

sīn* س *group

In this lesson two letters are introduced which are similar in shape and are differentiated with dots.

Variant	Sound	Name	Letter
سـ	s	sīn	س
شـ	sh	shīn	ش

Examples:

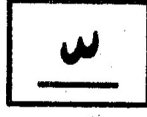
روُس	داس	دَس	اُس	آس
rūs	dās	das	us	ās
جاسوُس	جوش	رَوِش	راس	اوس
jāsūs	josh	ravish	rās	os
شاد	سارا	سارَس	سَرد	ساس
shād	sārā	sāras	sard	sās

sīn س and *shīn* ش are written in this way also:

sīn س and *shīn* ش Both variants are interchangeable:

خَراش / خَراش

سَزا / سَزا

Further Examples:

tashdīd

This symbol is called ***tashdīd*** ّ. It is placed above those letters which are pronounced twice i.e. geminates. For example in this word:

سچّا = ا + چ + چ + س

sachchā

In the above word, the consonant چ is pronounced twice. In writing this word, one چ is deleted and a ***tashdīd*** ّ is put above the letter.

سجّاد	حسّاس	رسّا	اڈّا
sajjād	hassās	rassā	aḍḍā

Glossary:

slave	داس	hope	آس
Russia	روٗس	that	اُس
dew	اوس	ten	دس

truth	سچ	suitable	راس
naughty	شوخ	cold	سَرْد
father-in-law	سُسَر	way	رَوِش
dumbfounded	شَشدَر	zeal	جوش
physical exercise	وَرزِش	spy	جاسوس
lesson	دَرْس	mother-in-law	ساس
sense	حِس	swan	سارَس
envy	حَسَد	complete	سارا
noise	شور	happy	شاد
stand	اَڈّا	shelter	آسرا
rope	رَسّا	always	سَدا
sensitive	حَسّاس	punishment	سَزا
frontier/boundary	سَرحَد	spark	شَرَر
proper name	سَجّاد	scratch	خَراش
		sun	سورج

Lesson 6

swād ص ***group***

This group has two letters, which are differentiated with the help of dots. It is to be noted that the letters ***sīn*** س and ***swād*** ص are homophonous and give the sound of ***s*** as in English ***seat***.

zwād ض is also homophonous with ذ and ز letters and gives the sound of ***ze*** ز as in English ***zeal***.

Letters in the ***swād*** ص group often indicate words of Arabic origin.

Examples:

Variant	Sound	Name	Letter
صـ	s	swād	ص
ضـ	z	zwād	ض

Further examples:

صَدا	صَدْر	ضَرُور
sadā	sadr	zarūr
حاضِر	حُضُور	ضِد
hāzir	huzūr	zid

Please note that when the variants of ص and ض letters join with **re** ر group, they are written without any cog i.e. without any connecting line. In other cases, or illustrated above, a cog is required.

Examples:

ضَرَر	اِصرار	ضَرُور
zarar	isrār	zarūr

While reading the following examples, note that the words are pronounced similarly, but their meanings are different:

صَدا	سَدا
sadā = sound	sadā = always

Glossary:

present	حاضِر	head, president	صَدْر
necessary	ضَروُر	sound	صَدا
insistance	اِصرار	stubbornness	ضِد
damage	ضَرَر	your Honour (honorific address)	حُضوُر

Lesson 7

fe ف *group*

Letters in the *fe* ف group have different full forms. The variant forms are identical, and are distinguished by the number of dots above the letter.

Variant	Sound	Name	Letter
فـ	f	fe	ف
قـ	q	qāf	ق

A note on pronounciation: It should be observed that *qāf* ق represents a "post-velar" sound. In other words, the sound *f* is pronounced further back in the throat than *k* To make the sound *f*, the back of the tongue presses against the uvula "the soft palate" above the throat.

Examples:

Final	Medial	Initial
حَرْف	وَفا	فَرْق
harf	vafā	farq
وَرَق	وَقْت	قاش
varaq	vaqt	qāsh

Further examples:

فَرار	فَوج	اُف
farār	fauj	uf
قَدْر	قَرار	قَد
qadr	qarār	qad
چاقوٗ	فِراق	صِرْف
chāqū	firāq	sirf
اَفسَر	فَرْض	سَفَر
afsar	farz	safar

Glossary:

rest	قَرار	loyalty	وَفا
respect	قَدْر	a slice	قاش
only	صِرْف	time	وَقْت
separation	فِراق	letter	حَرْف
knife	چاقوٗ	leaf	وَرَق
duty	فَرْض	ah; oh (interjection)	اُف
officer	اَفسَر	army	فَوج
travel	سَفَر	absconding	فرار
difference	فَرْق	height	قَد

Lesson 8

lām ل and *mīm* م

lām ل and *mīm* م are two distinct letters; though they are introduced together here, they should not be considered as belonging to the same group.

Variant	Sound	Name	Letter
ل	l	lām	ل
ـمـ	m	mīm	م

Example:

Final	Medial	Initial
سِل	اَلِف	لاڈ
sil	alif	lāḍ
آم	شِمال	مال
ām	shimāl	māl

Further examples:

دام	قِسْم	دِل
dām	qism	dil
دَلدَل	لالَچ	قَلَم
daldal	lālach	qalam

Glossary:

heart	دِل	caress	لاڈ
kind	قِسْم	wealth	مال
cost	دام	name of an Urdu letter	اَلِف
marsh	دَلدَل	north	شِمال
pen	قَلَم	slab	سِل
greed	لالَچ	mango	آم

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Lesson 9

kāf ک *group*

Note that the first variant viz., کـ is used when the letter is followed by *alif* ا and *lām* ل. The second variant کـ is written with the rest of the letters.

Variant	Sound	Name	Letter
ک / کـ	k	kāf	ک
گ / گـ	g	gāf	گ

Regarding the variants of the *kāf* ک group, compare the two words:

کام	کر
kām	kar

Examples:

Final	Medial	Initial
شَک	مُکّا	کام
shak	mukkā	kām
فِکْر	شَکْل	کَل
fikr	shakl	kal
جَگ	سِگار	گال
jag	sigār	gāl

Further examples:

راگ	ڈاک	آگ
rāg	dāk	āg
گول	گُم	اَدرَک
gol	gum	adrak

Note that the ک and گ are identified with the help of a line known as ***markaz.*** First the main body of the letter is written, ل and then a ***markaz*** ⁄ is placed above the body from right to left.

Glossary:

worry	فِکر	work	کام
cigar	سِگار	lost	گُم
doubt	شک	blow with the fist	مُکّا

English	Urdu
people	لوگ
country	مُلک
post	ڈاک
shape	شکل
black	کالا
do (imperative)	کر
tomorrow / yesterday	کل
cheek	گال

English	Urdu
error, miss	چوُک
jug	جگ
greens (leafy vegetables)	ساگ
fire	آگ
musical tune	راگ
round	گول
waist	کَمَر
ginger	اَدرَک

Lesson 10

be ب group

Letters in the *be* ب group have three variants, which are used in the initial and medial positions of the word. The particular usage of each variant is discussed in this lesson.

Variant	Sound	Name	Letter
بـ / بـ / بـ	b	be	ب
پـ / پـ / پـ	p	pe	پ
تـ / تـ / تـ	t	te	ت
ٹـ / ٹـ / ٹـ	ṭ	ṭe	ٹ
ثـ / ثـ / ثـ	s	se	ث

Variant usage:

The use of particular *be* ب group variants is determined as follows:

ﺑ This variant is used when the letter of the ***be*** ب group is followed by ***alif*** ا, ***dāl*** د group letters, ***re*** ر group letters, ***kāf*** ک group letters and other letters from the ***be*** ب group.

For instance:

بکرا	پر	پتلا	بارِش
bakrā	par	patlā	bārish

ﺑ The second variant is used when the ***be*** ب group letter is followed by letters from the ***sīn*** س, ***swād*** ص and, ***fe*** ف groups, and letters to be introduced in following lessons, (namely ***chhoṭī ye*** ی, ***baṛī ye*** ے, ***ain*** ع group letters and ***toe*** ط group letters).

For instance:

bas pota̅ top

ﺑ The third variant is used when the ***be*** ب group letter is followed by a letter from the ***ji̅m*** ج, ***mi̅m*** م and letters to be introduced in later lessons, (namely ***chhoṭi̅ he*** ہ and **do** ***chashmi̅ he*** ھ).

بُخار بم

bukha̅r bam

Note that the letters ***si̅n*** س, ***swa̅d*** ص and ***se*** ث are all homophonous, giving the sound of ***s***, as in the English word ***saw***.

Examples:

جَواب	آبشار	بَس
javāb	ābshār	bas
سَبَب	صُبح	بَم
sabab	subh	bam

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گَپ	چَپّل	پاس
gap	chappal	pās
رُوپ	آپَس	پوپ
rūp	āpas	pop
چُپ	چِپچِپا	پَمپ
chup	chipchipā	pamp

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سَخت	سِتارا	تالا
sakht	sitārā	tālā

ٹول
tol
اِتوار
itvār
بُت
but
تَخت
ta<u>kh</u>t
خَتم
<u>kh</u>atm
وَقت
vaqt
ٹَب
ṭab
لَٹّو
laṭṭū
چِمٹا
chimṭa
ٹوکرا
ṭokrā
کَٹورا
kaṭorā
نَٹ
naṭ
ٹَماٹَر
ṭamāṭar
چَٹَخ
chaṭa<u>kh</u>
چاٹ
chāṭ

ثَمَر
samar

ثَواب
savāb

ثابِت
sābit

Further examples:

دَولَت
daulat

خَبَر
khabar

بَچپَن
bachpan

دوسْت
dost

بَدبُو
badbū

مُفْت
muft

حُکُومَت
hukūmat

اُستاد
ustād

دَوات
davāt

بُخار
bukhār

تلوار
talvār

اِقبال
iqbāl

اَسپَتال
aspatāl

رُخصَت
rukhsat

دَرَخْت
darakht

Glossary:

end	خَتم	goat	بَکرا
throne	تَخْت	enough	بَس
tub	ٹَب	bomb	بَم
spinning top	لَٹّو	near	پاس
when	کَب	pope	پوپ
answer	جَواب	pump	پَمْپ
cause	سَبَب	lock	تالا
time	وَقْت	weight	تول
beauty	روُپ	news	خَبَر
silence	چُپ	waterfall	آبشار
hard	سَخْت	morning	صُبْح
image	بُت	slipper	چَپّل
tongs	چِمٹا	mutual	آپَس
acrobat	نَٹ	sticky	چِپچِپا
tomato	ٹَماٹَر	star	سِتارا

leave	رُخصَت
tree	دَرَخت
prosperity	اِقبال
hospital	اَسپَتال
thin	پَتلا
a large basket	ٹوکرا
rain	بارِش
feather	پَر
a gun	توپ
grandson	پوتا
gossip	گَپ
sunday	اِتوار
crack	چٹخ
lick (imperative)	چاٹ

bowl	کٹورا
prove	ثابِت
fruit	ثَمَر
virtue	ثَواب
childhood	بَچپَن
free	مُفت
bad smell	بَدبُو
wealth	دَولَت
friend	دوست
rule	حکومَت
teacher	اُستاد
inkpot	دَوات
sword	تلوار
fever	بُخار

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Lesson 11

nūn ن

Variants of the letter ***nūn*** ن, introduced in this lesson, are similar to ***be*** ب group variants and follow the same rules.

Variant	Sound	Name	Letter
ﻧ / ﻨ / ﮟ	n	nūn	ن

Compare the variants of ***nūn*** ن as used in the following words:

Examples:

Final	Medial	Initial
کان	جنّت	ناک
kān	jannat	nāk

جان	اِنکار	نوک
jān	inkār	nok
خُون	جَنَم	نَمَک
k̲h̲ūn	janam	namak

Further examples:

اِنسان	اَنجام	نَفرَت
insān	anjām	nafrat
بَدَن	صابُن	تَمَنّا
badan	sābun	tamannā

nūn g͟hunna ں

In Urdu, nasalization of vowels is shown as follows.

Final	Medial
ں	ﻧٛ
	ﻨٛ
	ﻨٛ

As shown above, if nasalization occurs in the medial position of a word, the variants of ن are used with an inverted ***jazm***, i.e., [ٛ]. When nasalization occurs in the final position of a word, the Urdu letter ن is used without a dot i.e., ں. This letter, indicating nasalization, is known as ***nūn g͟hunna***.

Examples:

جواں　　　　سانس

javā̃　　　　sā̃s

The rule stating that all words beginning with a vowel are written with ***alif*** ا holds for nasalized vowels as well. Read the following examples:

Glossary:

paradise	جنّت	name	نام
denial	انکار	point	نوک

mother	ماں	salt	نَمَک
young	جَواں	ear	کان
camel	اونٹ	birth	جَنَم
courtyard	آنگن	blood	خُون
tear	آنسو	life	جان
five	پانچ	hate	نَفرَت
intestines	آنت	end	انجام
high	اونچا	human	اِنسان
flame	آنچ	wish	تَمَنّا
heap or pile	اَنبار	body	بَدَن
grapes	اَنگور	soap	صابُن
nose	ناک	bamboo	بانس
		breath	سانس

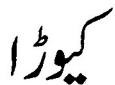
Lesson 12

chhoṭī ye ی **and** ***baṛī ye*** ے

The letters introduced in this section function as both long vowels and semi-vowels; close attention needs to be paid to the variants of these two letters, as they take different initial, medial and final forms.

1) The letter ***chhoṭī ye*** ی gives the sound of the vowel ***ī*** (as in English ***peel***) as well as the semi - vowel ***y*** (as in English ***yak***).

When ***chhoṭī ye*** ی is used for ***ī***, and joined with other letters, it takes a ***kharā zer***, along with dots ٖ‍ی‍

2) The letter ***baṛī ye*** ے gives the sound of two different vowels: ***e*** (as in English ***bay***) and ***a̱i*** (as in English ***ash***).

As distinct from the ***e*** sound, when ***baṛī ye*** ے is used for the ***ai*** sound, it takes ***zabar*** **[َ]** above the preceding letter.

Reading the table below, pay close attention to the ways in which

the variants of both ***chhoṭī ye*** ی and ***baṛī ye*** ے change in a manner similar to the ***be*** ب group, with respect to following letters:

	Variant	
Final	**Medial**	**Initial**
ـیـ	ـیـ	یـ

Sound	**Name**	**Letter**
y	*chhoṭī ye*	ی

Examples of *chhoṭī ye* as a semi-vowel *y* :

Final	**Medial**	**Initial**
*	دَیار dayār	یاد yād
	کیوڑا kevṛā	یَوم yaum

یَمَن	پِیار
yaman	piyār

* As a semi-vowel ***y***, ***chhoṭī ye*** ی does not occur in the word final position.

Examples of *chhoṭī ye* ی as a long-vowel *ī* :

Final	**Medial**	**Initial**
بَستی	تِین	اِیثار
bastī	tīn	īsār
دادی	جِیوَن	اِیشوَر
dādī	jīvan	īshvar

baṛī yē **ے as a long vowel *e*:**

Final	Medial	Initial
اُجالے	دینا	ایک
ujāle	denā	ek
نیچے	دیش	ایشیا
nīche	desh	eshiyā
بڑے	بیچنا	ایجنٹ
baṛe	bechnā	ejant

barī yē ے **as a long vowel *ai*:**

Final	Medial	Initial
مَے	مَینا	اَیٹم
mai	mainā	aitam
شَے	جَیسا	اَیسا
shai	jaisā	aisā
لَے	پَیمان	اَیمن
lai	paimān	aiman

Glossary:

day	یَوم	God	ایشور
name of a plant which bears a strong-scented flower	کیوڑا	selflessness	ایثار
		country	دَیار

myna (bird)	مَینا
like	جَیسا
liquor	مَے
atom	اَیٹم
promise	پَیمان
fortunate	اَیمَن
grandmother	دادی
electricity	بجلی
below	نیچے
big	بڑے
object	شَے
rhythm	لَے
Yemen (country)	یَمَن

love	پیار
neem (tree)	نیم
invention	ایجاد
an inhabited place	بَستی
life	جیوَن
memory	یاد
one	ایک
to give	دینا
Asia	ایشیا
agent	ایجنٹ
country	دیش
to sell	بیچنا
light	اُجالے
as, like this	اَیسا

Lesson 13

ain ع group

The ***ain*** ع group is particular in the sense that the first letter of the group, ***ain*** ع, can give the sound of any vowel. The second letter of the group, ***g<u>h</u>ain*** غ is a consonant giving the sound ***g<u>h</u>:***

Variant	Sound	Name	Letter
ع / ـعـ / عـ	vowel letter	ain	ع
غ / ـغـ / غـ	g<u>h</u>	g<u>h</u>ain	غ

A note on pronunciation: ***g<u>h</u>ain*** غ is a "voiced velar fricative" meaning that it is pronounced with the back of the tongue neary closing the passage at the top of the throat.

The variants of the letters are different in initial, medial and final positions:

In the final position of a word, note that when ***ain*** ع group letters are preceded by a connector, the final position variant ـع is used. When the ***ain*** ع group letter is preceded by a non-connector, the full form ع is used.

The letter ع in Urdu is pronounced as a vowel combined with other vowels in the word. It generally merges with the sound of a preceding or a following vowel.

عَورَت	عید	عادَت
aurat	īd	ādat
عَقل	عَیش	عِراق
aql	aish	irāq
شِعر	عُرْف	عَرَب
sher	urf	arab
شُروع	جَعلی	مُعَمّا
shurū	jālī	moammā

Glossary:

prohibit	مَنَع	common	عام
sorrow	غَم	after	بَعد

alias	عُرْف
after	بَعد
couplet	شِعر
an Arab	عَرَب
enigma	مُعَمّا
fraudulent	جَعلی
start	شُروع

armpit	بَغَل
sword	تَیغ
habit	عادَت
Id festival	عید
woman	عَورت
luxury	عَیش
wisdom	عَقل
name of a country	عِراق

Lesson 14

hamza ء

hamza ء is used to indicate the occurence of two vowels in a sequence; ***hamza*** ء is always placed on the second vowel. With the exception of certain combinations, it is always "seated" above any one of the variants of the ***be*** ب group; in other words, ***hamza*** ء is written with the help of a variant.

		Variant
غائب ghāib	=	ٮ
آئی āī	=	ی
رائج rāij	=	ٮ

In the above examples, note how ***hamza*** ء always occurs in the medial position, above a variant written according to the rules in lesson 10.

Example:

گئو

gaū

Here ***vāo*** و is preceded by a connecting letter ***gāf*** گ. A variant and ***hamza*** ء are inserted between the two in order to denote the presence of a vowel sequence.

Compare with:

گو

go

Here ***vāo*** و join with ***gāf*** گ. The absence of ***hamza*** ء with a variant means that there is only one vowel.

In words where ***vāo*** و, ***Chhoṭī ye*** ی or ***baṛī ye*** ے are preceded by a non-connector, then a ***hamza*** ء is placed directly above the second vowel, without any variant.

Examples:

آئی	چارپائی	آؤ	گاؤ
āī	chārpāī	āo	gāo

Further examples:

آئیں	آئے	چائے
āẽ	āe	chāe
جائیے	روئیے	سوئیے
jāiye	roiye	soiye
مُمبئی	دَوائی	جائز
mumbai	davāī	jāiz

گئی	کئی	تئیس
gaī	kaī	teīs
نئے	گئے	مئی
nae	gae	maī

Glossary:

sleep (honorific imperative)	سوئیے	come	آؤ
cry (honorific imperative)	روئیے	cot	چارپائی
go (honorific imperative)	جائیے	came (feminine singular)	آئی
legitimate	جائز	tea	چائے
medicine	دوائی	came	آئے
twenty three	تئیس	let come (plural)	آئیں

new	نئے	many	کئی
disappearance	غائب	went (feminine singular)	گئی
prevalent	رائج	May	مئی
sing (imperative)	گاؤ	gone	گئے

Lesson 15

chhoṭī he ہ

The letter ***chhoṭī he*** ہ introduced here, represents both a consonant and a vowel. As a consonant, it is pronounced as ***h*** (as in English ***hall***). As a vowel, it gives the sound of the vowels ***a*** and ***e***.

Sound	**Name**	**Letter**
h, a, e	chhoṭī he	ہ

Variant

Final	**Medial**	**Initial**
ـہ	ـہـ	ہـ / ﮨ

Examples:

Final	**Medial**	**Initial**
جگہ	نہر	ہل
jagah	nahar	hal

The first variant of initial position, ہ is used with the letters of *alif*, ا, *dāl* د group, *re* ر group, *kāf* ک group and *lām* ل. With the remaining letters the second variant ہ is used.

Note that the letters *chhoṭī he* ہ and *he* ح (covered in lesson 4) are homophonous for "h" sound.

Compare:

ہل	حل
hal	hal
plough	solution

chhoṭī he ہ **as a vowel:**

chhoṭī he ہ is pronounced as a vowel only in the final position of a word. Note that when the final variant of *chhoṭī he* ہ is used as a vowel, a hook ہ below the variant is not used.

Compare:

کے	کہ
ke	kaih

chhoṭī he **ہ as a vowel representing the sound of *a*:**

ناغہ	نغمہ	عمدہ	پردہ
nāgha	nāghma	umda	parda

chhoṭī he **ہ as a vowel representing the sound of a vowel *e*:**

اگرچہ	چنانچہ	تاکہ	بلکہ	کہ
agarche	chunāche	tāke	balke	ke

Further examples:

Glossary:

so that	تاکہ	plough	ہل
so	چُنانچہ	canal	نَہر
although	اگرچہ	place	جگہ
bud	غُنچہ	curtain	پردہ
fort	قلعہ	close day	ناغہ
means	ذریعہ	excellent	عُمدہ
Friday	جُمعہ	song	نَغمہ
always	ہَمیشہ	post	عہدہ
solution	حل	that	کہ
		but	بلکہ

Lesson 16

toe ط and *zoe* ظ

As explained below, letters ***toe*** ط and ***zoe*** ظ are each homophonous with different letters of the Urdu alphabet. Language learners will need to take special care to memorize the correct spelling of Urdu words using homophonous letters such as ***toe*** ط and ***zoe*** ظ.

Sound	Name	Letter
t	toe	ط
z	zoe	ظ

Examples:

Final	Medial	Initial
خَط	وَطَن	طاقَت
khat	vatan	tāqat

لَفظ　　　نَظَر　　　ظالِم

lafz　　　nazar　　　zālim

toe ط and ***zoe*** ظ have no variants.

The letter ***toe*** ط is homophonous with ***te*** ت and ***zoe*** ظ is homophonous with ***zwād*** ض , ***zāl*** ذ and ***ze*** ز

Compare:

نَظَر / نَذر　　　طین / تین

nazar / nazr　　　tīn / tīn
sight / gift　　　soil / three

Further examples:

نُقطہ　　　ظاہِر　　　غَلَط

nuqta　　　zāhir　　　ghalat

حِفاظَت　　　اِنتِظام　　　تَلَفُّظ

hifāzat　　　intizām　　　talaffuz

دَستخط	طَریقہ	خَطَرناک
dastkhat	tariqa	khatarnāk

Glossary:

pronunciation	تَلفُّظ	strength	طاقَت
arrangement	اِنتِظام	motherland	وَطَن
protection	حِفاظَت	letter	خَط
dangerous	خَطَرناک	cruel	ظالِم
method	طَریقہ	sight	نَظَر
signature	دَستخط	word	لَفظ
offering	نَذر	wrong	غَلَط
soil	طین	evident	ظاہِر
three	تین	dot	نُقطہ

Lesson 17

do chashmī he ھ

Unlike Hindi, there are no separate letters for aspirated consonants in Urdu. To indicate aspiration, a symbol called ***do chashmī he*** ھ is used with a letter.

1) ***do chashmī he*** ھ with non-connectors:

ڑھ	ڈھ	دھ
ṛh	ḍh	dh

Example:

رادھا

Note how ***do chashmī he*** ھ joins with a following letter, even though it indicates aspiration for the previous letter.

2) ***do chashmī he*** ھ with connectors:

do chashmī he ھ joins with connecting letters, showing

aspiration. Pay careful attention to the ways in which aspiration is indicated in the ***be*** ب, ***jīm*** ج and ***kāf*** ک groups:

a) Aspiration for letters in the ***be*** ب group, is indicated as follows:

bh	بھ
ph	پھ
th	تھ
ṭh	ٹھ

b) Aspiration in the ***jīm*** ج group is indicated as follows:

jh	جھ
chh	چھ

c) Aspiration in the ***kāf*** ک group is indicated as follows:

kh	کھ
gh	گھ

Examples:

Final	Medial	Initial
بُدھ	اَندھا	دَھن
budh	ãdhā	dhan
رادھا	مونڈھا	ڈھول
rādhā	mõḍhā	ḍhol
مُجھ	بُجھنا	جَھنڈا
mujh	bujhnā	jhãḍā
ریچھ	بَچھڑا	چھڑی
rīchh	bachhṛā	chhaṛī
پنکھ	پنکھا	کھیر
pãkh	pãkhā	khīr
سونگھ	کنگھا	گھڑی
sū̃gh	kãghā	ghaṛī

چُبھ	گوبھی	بھالو
chubh	gobhī	bhālū
	گُپھا	پھول
—	guphā	phūl
رَتھ	ماتھا	تھن
rath	māthā	than
مَٹھ	بَیٹھنا	ٹھگ
maṭh	baiṭhnā	ṭhag

Glossary:

drum	ڈھول	wealth	دَھن
reed stool	مونڈھا	blind	اَندھا
flag	جَھنڈا	Wednesday	بُدھ

cauliflower	گوبھی
pinch	چُبھ
flower	پھُول
cave	گُپھا
udder	تھَن
forehead	ماتھا
four-wheel carriage	رَتھ
robber	ٹھَگ
fist	مُٹھّی
convent	مَٹھ
to sit	بَیٹھنا

to extinguish	بُجھنا
me	مُجھ
stick	چھَڑی
calf	بچھڑا
bear	ریچھ
a sweet dish	کھیر
fan	پنکھا
feather	پنکھ
watch	گھَڑی
comb	کنگھا
smell (imperative)	سُونگھ
bear	بھالُو

Lesson 18

izāfat has grammatical relevance in Urdu which normally indicates "possession" (genetive marker) i.e. it conveys the meaning of کا، کی، کے ***'of'*** and is represented by three different symbols. All these symbols are pronounced as ***e***.

1) ***izāfat— zer*** ـِ

a) If the governed noun (the noun that always comes first), of compound word ends in a consonant letter the symbol ***zer*** is put below the last letter of the first word.

For example:

دَردِ دِل*	darde-dil
دِل کا دَرْد	dil kā dard

*One way of understanding the meaning of such compound nouns is to consider the ***izāfat*** as signalling a relationship that would be conveyed in English by ***'s*** an apostrophe followed by ***s***. For instance, the compound noun دَردِ دِل is made up of two words, دَرْد meaning ***pain*** and دِل meaning ***heart***, the

izāfat connecting the two nouns (in this case, a ***zer***) joins the two words to give the meaning ***pain of the heart*** or equally the ***heart's pain***.

Further examples:

موجِ دریا	رازِ دِل
mauje-daryā	rāze-dil
عرقِ گلاب	شاخِ گل
araqe-gulāb	shākhe-gul

b) If the governed noun of compound word ends with the letter ***ain*** ع, ***zer***, is placed below the letter ***ain*** ع.

For example:

شمعِ محفل — shame-mahfil

محفل کی شمع — mahfil kī shama

Other example:

اِطّلاعِ عام

ittilāe-ām

c) If the governed noun of compound word ends in the letter ***chhoṭī ye*** ی , a ***zer*** is placed below ***chhoṭī ye***

For example:

بیمارِیِ دِل	bīmārīe-dil
دِل کی بیماری	dil kī bīmārī

Further examples:

خوبیِ قِسمَت	Khūbīe-qismat
کُرسیِ صَدارَت	kursīe-sadārat

2) *izāfat — hamza* ٔ

If the diacritic mark ***hamza*** is put above the last letter of governed noun of a compound word, the symbol is known as ***izāfat - hamza***. ***izāfat - hamza*** is of three types.

a) If the noun of compound word ends with ***chhoṭi he*** ہ (as a vowel). The symbol ***hamza*** is put above the letter.

For example:

نغمۂ شادی — naghmae-shādi

شادی کا نغمہ — shādi kā naghmā

جذبۂ دِل — jazbae-dil

قطرۂ خون — qatrae - khūn

Note: If the last letter of the noun ends in ***chhoṭi he*** ہ (as a consonant), The ***izāfat - zer*** will be used.

Examples:

ماہِ نَو   راہِ وَفا

māhe-nau   rāhe-vafā

b) If the first noun of a compound word ends with the letter ***baṛī ye*** a symbol os ***hamza*** is used.

Example:

شئے لَطیف

shaie-latīf

c) If the governed noun of a compound word ends in the letters ***alif*** and ***vāo*** the letter ***baṛī ye*** ے is added alongwith ***hamza***

For example:

صَدائے وَطَن   sadāe-vatan

وَطَن کی صَدا   vatan ki sadā

Further examples :

سزائے موت　　　بوئے گل　　　آبروئے وطن

sazāe-mot　　　būe-gul　　　ābrūe-vatan

It may be noted that in some printed materials the use of ***hamza*** on ***baṛī ye*** ے is generally avoided.

3) ***izāfat*** of ***alif-lām*** ال :

In the Arabic compound words the ***izafat*** of ***alif-lām*** is also used in between the (first word) and governing compound nouns.

a) Silent ***alif-lām*** ال

If the governing noun of compound word begins with these consonants i.e., ***te*** ت, ***toe*** ط, ***dāl*** د, ***sīn*** س, ***shīn*** ش, ***se*** ث, ***swād*** ص, ***zwād*** ض, ***ze*** ز, ***zāl*** ذ, ***zoe*** ظ, ***lām*** ل, ***re*** ر and ***nūn*** ن letters (known as ***hurūf-e-shamsī*** حُروفِ شمسی), these

consonants are geminated and the symbol ***pesh*** is put above the last letter of the first word for short vowel ***u***. In such compounds ***alif-lām*** is not pronounced.

Example:

دارُالسّلطَنَت	=	سَلطَنَت	+	ال	+	دار
dārus-saltanat	=	saltanat	+	ال	+	dar

i.e., سَلطَنَت کی جَگَہہ saltanat kī jagah (capital)

Further Examples:

عبدُاللہ	نِظامُ الدّین
abdullah	nizāmud-dīn

b) ***alif*** silent but ***lām*** pronounced:

If the governing noun (second word) of compound word begins with the rest of the consonants i.e., ***alif*** ا, ***be*** ب, ***baṛī he*** ح, ***chhoṭī he*** ہ, ***jīm*** ج, ***khe*** خ, ***ain*** ع, ***ghain*** غ, ***fe*** ف, ***qāf*** ق, ***kāf*** ک, ***mīm*** م, ***vāo*** و and ***chhoṭī ye*** ی letters (known as ***hurūf-e-qamrī*** حُرُوفِ قمری), these consonants are not geminated. In such compounds ***lām*** is pronounced while ***alif*** is silent.

Example:

دارُالحُکُومَت	=	حُکُومَت	+	ال	+	دار
dārul hukūmat	=	hukūmat	+	ال	+	dār

i.e., حُکُومَت کی جگہ hukūmat kī jagah (Capital)

Other examples are as follows:

عیدُ الفِطر	بَینُ الاقوامی
īdul-fitr	bainul-aqvāmī

c) ***alif-lām*** preceded with the letter ***vāo*** *:*

In few compound words the last letter ***vāo*** of the noun (first word) is pronounced as short vowel ***u***.

Example:

اَبُوالکَلام abulkalām

d) ***alif-lām*** preceded with the letter ***chhoṭī ye:***

If the first word ends with ***chhoṭī ye***, the letter is silent and the symbol ***zabar*** is put on the preceding letter giving the sound of ***a***

For example:

hattal imkan

e) When symbol ***zer*** is used after the prepositions ***alif*** remains silent and is pronounced as ***i***.

For example:

بِالکُل	بِالِارادہ	بِالآخِر
bilkul	bilirāda	bil ākhir

Glossary:

heart's ailment	بیماریِ دِل	secret of the heart	رازِ دِل
fortune	خوبیِ قِسمَت	wave of the river	مَوجِ دریا
presidential chair	کُرسیِ صَدارَت	branch of a flower	شاخِ گُل
song of marriage	نَغمۂ شادی	rose essence	عَرَقِ گُلاب
drop of blood	قَطرۂ خون	centre of attraction	شَمعِ محفِل
feeling of the heart	جَذبۂ دِل	general information	اِطّلاعِ عام

a proper name	نظام الدّین	path of faith	راہِ وفا
to the best of one's ability	حتّی الامکان	new moon	ماہِ نَو
a proper name	عَبدُ اللہ	delicate thing	شئے لطیف
international	بَینُ الاقوامی	voice of the country	صَدائے وطَن
(the festival of) Eid	عیدُالفِطْر	smell of flower	بوئے گُل
at last	بِالآخر	honour of the country	آبروئے وَطَن
intentionally	بِالِا رادہ	death punishment	سَزائے موت
totally	بِالکُل		

Lesson 19

vāve-atf و

In a few Perso - Arabic compound words, the letter ***vāo*** و in between nouns or adjectives, gives the sound of ***o*** (as in English **note**) and is known as ***vāve - atf*** which works as a conjunction.

For example:

آب وہوا — ābo - havā

آب اور ہوا — āb aur havā

Other examples:

شام وسحر — shāmo-sahr   شب وروز — shabo-roz   عجیب وغریب — ajībo-g͟harīb

Note : Frequently learners either mispronounce ***vāve - atf*** as ***v*** rather than ***o***, or alternatively, they pronounce the ***o*** separately from the two nouns (as if the ***o*** was a separate word). Care should be taken to pronounce the ***o*** sound as though it is the last syllable of the first noun. Hence : ***ābo-havā,*** and not ***āb-o-havā*** or ***āb-v-havā.***

Additional points **pertaining** to ***vāo*** **و.**

a) In a few Persian borrowed words, the letter ***vāo*** **و** is pronounced as a short vowel ***u*** after the letter ***k͟he*** خ

Examples:

b) In a few words, ***vāo*** و is silent when followed by ***alif*** ا . For instance خواب is pronounced ***k͟hāb***

Example:

خواہش	درخواست	تنخواہ
k͟hāhish	dark͟hāst	tank͟hāh

c) ***vāo*** و as a semi vowel ***v*** occurs in the final position in only a few words.

عضو	لغو	نحو
azv	lag͟hv	nahv

tanvīn اً

In few borrowed Arabic words the ***tanvīn*** اً (the letter ***alif*** with two ***zabar*** symbols) is suffixed to nouns for making adverbs. This suffix is pronounced as ***an*** (as in English ***run***) and it is known as ***tanvīn.***

For example:

مجبوراً	=	اً	+	مجبور
(forcibly) majbūran		an		majbūr

Other examples:

اُصولاً	احتیاطاً	اتّفاقاً
usūlan	ehtiyātan	ittifāqan
عموماً	خصوصاً	تقریباً
umūman	khusūsan	taqrīban
یقیناً	مثلاً	فوراً
yaqīnan	maslan	fauran

Glossary:

essentially	اُصوُلاً	climate	آب وہَوا
nearly	تقریباً	coming and going	آمدورفت
specially	خُصوُصاً	correspondence	خَط و کِتابَت
generally	عُموُماً	buying and purchasing	خَرید وفَروخت
immediately	فوراً	belongings	مال واَسباب
for example	مَثلاً	pain and grief	دَردوغَم
certainly	یَقیناً	approximately	کَم وبیش
self	خود	strange	عَجیب وغَریب
happy	خوش	day and night	شَب وروز
sun	خورشید	accidentally	اِتّفاقاً
salary	تَنخواہ	cautiously	احتیاطاً

limb	عَضوٗ	application	دَرخواست
evening & morning	شام وسحر	hope	خواہش
compulsarily	مَجبوُراً	grammar	نحوٗ
		nonsense	لغوٗ

❖ ❖ ❖

Lesson 20

In Urdu, the distinction between pairs of sounds is extremely important, and the incorrect pronunciation of a word may result in a miscommunication. In the examples below, grouped under easily confused consonant pairs, note and understand the differences in the meaning and the spelling of words that might be similarly pronounced by the learner.

ق / ک :

q k

قَدَم/کَدَم	قمر/کَمَر	قول/کول
kadam / qadam	kamar / qamar	kaul / qaul

مُقرّر/مُکرّر	نُقطہ/نکتہ
mukarrar/ muqarrar	nukta / nuqta

ز، ذ، ض، ظ / ج :

z — j

ذال/جال
jāl / zāl

زن/جن
jan / zan

زنگ/جنگ
jãg / zãg

بازی/باجی
bājī / bāzī

سزا/سجا
sajā / sazā

ذلیل/جلیل
jalīl / zalīl

نظم/نجم
najm / nazm

راز/راج
rāj / rāz

گز/گج
gaj / gaz

خ / کھ :

k̲h̲ — kh

خار/کھار
khār / k̲h̲ār

خال/کھال
khāl / k̲h̲āl

خان/کھان
khān / k̲h̲ān

خانہ/کھانا

khānā / khāna

خول/کھول

khol / khol

غ / گ :

gh g

غُل /گُل

gul / ghul

ساغَر/ساگَر

sāgar / sāghar

Glossary:

waist	کَمَر	step	قَدَم
saying	قَول	name of a plant	کَدَم
sir name	کَول	moon	قَمَر

poem	نظم	appointed	مُقرّر
star	نجم	repeat	مُکرّر
secret	راز	dot	نُقطہ
kingdom	راج	point	نُکتہ
a yard for measurement	گز	name of an Urdu letter	ذال
elephant	گج	net	جال
thorn	خار	wretched	ذَلیل
saltness	کھار	glorious	جَلیل
mole	خال	lady	زَن
skin	کھال	person	جَن
sir name	خان	rust	زَنگ
mine	کھان	war	جَنگ
house	خانہ	game	بازی
food	کھانا	elder sister	باجی
cover	خول	punishment	سَزا
open (imperative)	کھول	decorated Arabs	سَجا

a cup of wine	اَغَر	noise	غُل
sea	ساگَر	flower	گُل

❖ ❖ ❖

Traditional Order of Urdu Alphabet

ا

ب پ ت ٹ ث

ج چ ح خ

د ڈ ذ

ر ڑ ز ژ

س ش

ص ض

ط ظ

ع غ

ف ق

ک گ

ل م

ن

و

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ی

ے

Punctuation Marks, Abbreviations and Numerals

Punctuation Marks:

Full Stop	۔
Comma	،
Semi-colon	؛
Inverted Comma	“ ”
Colon	:
Question Mark	؟
Mark of Exclamation	!

Abbreviations:

After the date	۱۵/ اگست	/
For the year	سنہ ۴۷	سنہ
Stands for īsvī i.e. year of the Christian calendar	۲۰۰۵ء	ء

Stands for hijrī i.e. year of the Muslim calendar	۱۰۱۵ھ	ھ
Before writing a verse		؎
Stands for pen name of a poet		ؔ
Used for respect with the name of Prophet Mohammad		ؐ
Used for respect with the names of companions of the Prophet.		رضؓ
Used for respect with the names of Muslim deceased saints		رح

Numerals:

۱	۲	۳	۴	۵	۶	۷	۸	۹	۰
1	2	3	4	5	6	7	8	9	0

Books for Urdu Diploma Course

English Medium

- ★ **Urdu for All**
  An Introduction to Urdu Script
- ★ **Ibtedai Urdu**
- ★ **Aasan urdu Shairi**
- ★ **URDU : Readings in Literary Urdu Prose**

Hindi Medium

- ★ उर्दू सबके लिए
  उर्दू लिपि से परिचय
- ★ इब्तिदाई उर्दू
- ★ आसान उर्दू शाईरी
- ★ साहित्यिक उर्दू गद्य संचयन

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